the mid—atlantic archivist

Volume 9 Number 2 April 1980

MARAC MEETING IN THE SPRING -- EDUCATIONAL ISSUES, CONTEMPORARY PRACTICE, NATIONAL ISSUES

THE MEETING
by
Larry Hackman and Tim Walch

The eighth spring meeting of the Mid-Atlantic Regional Archives Conference will offer participants an opportunity to explore some of the critical national issues facing the archival profession in the 1980's, discuss "state of the art" archival practice in specific types of repositories, and refresh or upgrade their archival skills in a variety of workshop sessions. The meeting will be held May 15-17 at the Crystal City Marriott Hotel near Washington, D.C.

Educational Opportunities

Workshop sessions will provide archivists with opportunities to refresh their knowledge of basic archival practice and to acquire new archival skills. Frank G. Burke, former chairman of the SAA's finding aids committee, will lead two of these workshops -- "Introduction to Description" and "Problem Solving: Finding Aids." William Leary of the Audio-Visual Division of the National Archives will lead a workshop on a related topic -- "Description of Pictures in Archives and Manuscript Programs." Lucy Fisher West of Bryn Mawr University will direct a workshop on "Microfilm Services: Planning, Contracting, and Quality Control." Michael Plunkett of the University of Virginia and his panel will provide helpful advice on the selection, procurement and optimum use of archival supplies. Bruce Ambacher, Thomas E. Brown and Ross J Cameron, all of the Machine-Readable Archives Division of the National Archives, will jointly lead a two-session workshop on "Introduction to Machine-Readable Records in Archives."

Contemporary Practice

A second type of session will focus on professional issues and problems facing archivists in different types of repositories. "The Development of Programs

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ARRANGEMENTS
by
Beverly Brannan

The Mid-Atlantic Regional Archives Conference (MARAC) will hold its Spring 1980 meeting, May 16-17 at the Crystal City Marriott Hotel in Arlington, Virginia, just minutes from Washington, D. C.

A comfortable new hotel, it provides free parking and swimming and excellent access to public transportation. While more expensive than MARAC hotel accomodations have been in the past, it must be remembered that Washington is a high cost of living city. The restaurant list and entertainment guide will show how to beat the system if you're on a tight conference budget.

The agenda is somewhat different from meetings in the past in an effort to reduce the numerous complaints that tours disrupt scheduled sessions. Tours have been grouped on Thursday, May 15, the day before the conference officially begins on Friday, May 16. The steering committee meeting will be held on Thursday evening and the hospitality suite will be open.

On-site registration will begin at 8:00 a.m. on Friday. Sessions are scheduled for 9:00. Coffee will be available in the morning.

The program features more than twenty sessions, workshops and state caucus meetings. A conference highlight is a luncheon address by H. G. Jones, former archivist of North Carolina and a past president of the Society of American Archivists. Jones is author of the new AASLH publication Local Government Records, as well as The Records of the Nation.

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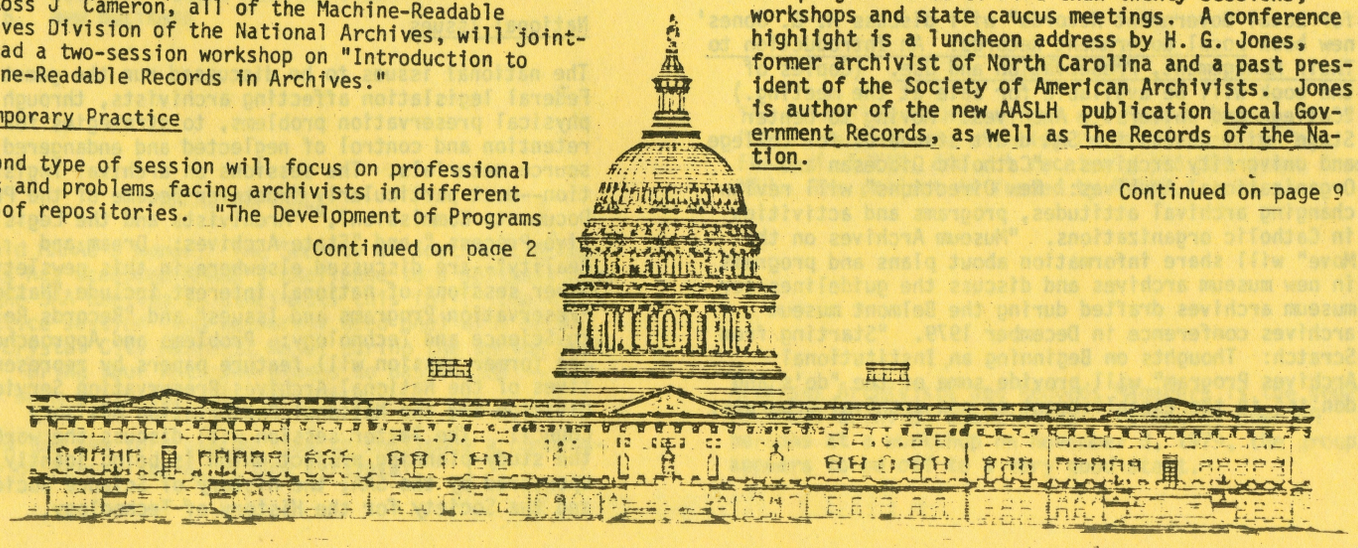

The mid-atlantic archivist is a quarterly publication of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, West Virginia, and the District of Columbia. MARAC seeks to promote the professional welfare of its members, effect cooperation among individuals concerned with the documentation of the human experience; the exchange of information between colleagues working in the immediate regional area; and to improve the professional competence of archivists, curators of textual, aud audiovisual, and related special research collections, and records managers; and to encourage professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual membership dues are $5.00 per annum. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to the mid-atlantic archivist for $5.00 per annum. Write: Martha C. Slotten, MARAC Secretary, Library, Dickinson College, Carlisle, Pennsylvania 17013.

Items submitted for maa should be single-spaced, no indentation, in columns 4 1/2" wide, written on pica type, double-spaced between paragraphs. Send to: Donald F. Harrison, maa editor, National Archives (NNR), Washington, D.C. 20408, Phone: (202) 724-1080.

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Bruce Ambacher, Associate Editor
Mary Boccacio
Marc Sherman
Laurie Woods

TREASURER'S REPORT
5 February 1980

Cash on hand, Fidelity Bank, 10/18/79		1851.45	
Savings Account Balance			3268.76
INCOME			
Memberships	119 @ 5.00	595.00	
Book Sales	70 @ 3.00	210.00	
T-shirt		4.00	
Interest on Savings			72.73
		2660.45	
			3341.49
EXPENSES			
Return items	9.00		
Newsletter (Jan)			
printing	139.35		
mailing	59.25		
Xport to Carlisle	9.80		
NARS mailing	81.16		
Telephone	23.10		
Bank Service	15.33		
	336.99	(336.99)	
		$ 2323.46	3341.49

Respectfully submitted,
Peter J. Parker
Peter J. Parker

THE MEETING
Continued from page 1

for Local Government Records" will discuss H. G. Jones' new book Local Government Records: An Introduction to Their Management, Preservation and Use. (Copies of the book will be available for sale at the meeting.) "College and University Archives: Moving to Center Stage" will assess the SAA draft standards for college and university archives. "Catholic Diocesan and Organizational Archives: New Directions" will review changing archival attitudes, programs and activities in Catholic organizations. "Museum Archives on the Move" will share information about plans and programs in new museum archives and discuss the guidelines for museum archives drafted during the Belmont museum archives conference in December 1979. "Starting from Scratch: Thoughts on Beginning an Institutional Archives Program" will provide some of the "do's and don'ts" in the establishment of new archival programs.

National Issues

The national issues to be discussed run the gamut from Federal legislation affecting archivists, through physical preservation problems, to strategies for the retention and control of neglected and endangered source materials. The sessions on archival legislation--most particularly "Whatever Became of the Public Documents Commission?," "Archivists and the Legislative Process," and "State Archives: Dream and Reality"--are discussed elsewhere in this newsletter. Other sessions of national interest include "National Preservation Programs and Issues" and "Records Relating to Science and Technology: Problems and Approaches." The former session will feature papers by representatives of the National Archives Preservation Services Division and the National Conservation Advisory Council. The latter session will discuss the work of the study-planning project which is being jointly sponsored by the SAA, the History of Science Society, and the Society for the History of Technology.

DELAWARE REPRESENTATIVE'S
ANNUAL REPORT, 1978-79

In response to the motion passed at the May meeting requesting an annual summary of important legislation and rulings concerning archives and records in each state, Delaware must report that there has been no such action taken in our state for several years. MARAC members may be interested to know, however, that in 1977 an executive order created a Records Management Advisory Committee which meets quarterly to review record schedules prepared for the state Bureau of Archives and Records.

The Committee is chaired by the Director of the Division of Historical and Cultural Affairs who represents the Secretary of State and who administers the Bureau of Archives and Records. It is comprised of the Chief Justice of the Supreme Court, the Attorney General, State Auditor, Secretary of Administrative Services, and the Director of the Office of Planning or their designees. Until the establishment of this Committee the Bureau of Archives and Records had little assistance from other agencies in exercising its responsibility for the disposition of all state, county, and municipal records. The institution of the Committee has greatly strengthened the Bureau's ability to implement its program.

Short news notes concerning the Delaware Bureau of Archives and Records appear quarterly in a free publication entitled Delaware Documentation which lists the government publications accessioned by the Bureau. Anyone who wishes to receive this publication should write to the Hall of Records, Dover, Delaware 19901.

LOCAL MARAC ACTIVITIES

The Delaware State Historic Records Advisory Board met for the first time in the fall of 1976 and in April 1979 it submitted the final draft of a state plan which the NHPRC has accepted. Since its formation the Board has considered and submitted to Washington four grant applications from our state.

At the Norfolk meeting last spring the Delaware caucus decided to try to promote greater interest in the NHPRC program in Delaware. We decided to hold a reception for the members of the State Board which would enable them to meet local archivists, manuscript curators, and records managers and become more familiar with their holdings and their needs. We hoped that the event would be a means of spreading information about the state historic records program as well as an opportunity for professionals from different institutions to become acquainted and to learn more about the benefits of MARAC membership.

On November 15 the Delaware MARAC members hosted such a reception at the H. F. duPont House at Winterthur Museum. Twenty-six representatives of twelve collections (including seven of our nine members) attended. Each person received a copy of the state plan and a packet of printed material provided by NHPRC and a lively discussion of the program took place.

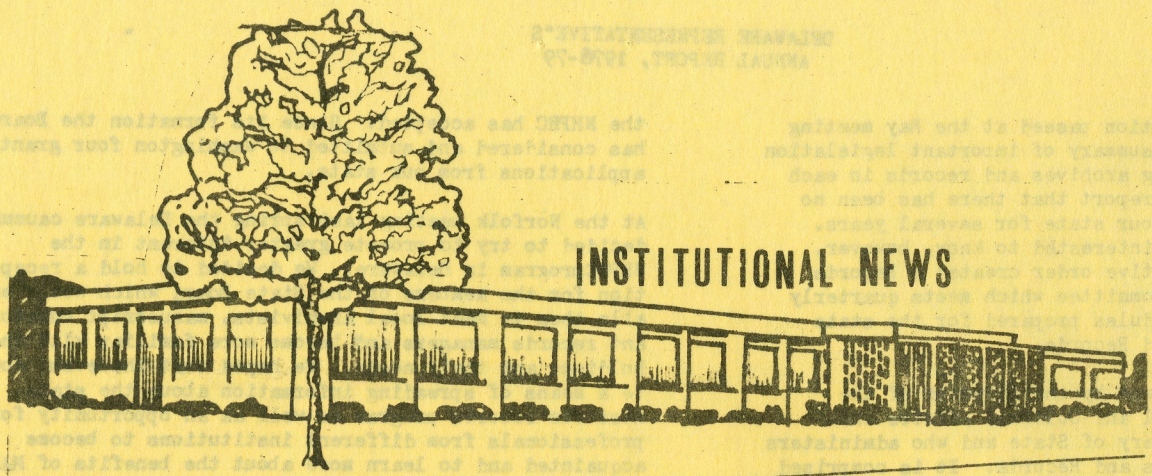
The reception fulfilled all of our immediate objectives. It succeeded in bringing to our attention a number of local manuscript curators and collections which were totally unknown to many of us. We hope that in time it will result in an increase in local proposals to NHPRC and in new Delaware MARAC members.

The group agreed to meet at least once a year in the future with each attendee making a small contribution to cover the expenses of postage and refreshments. We wish to thank all the members of MARAC who helped to make this initial meeting possible.

TIMELY SESSIONS ON NATIONAL ARCHIVAL ISSUES

Two MARAC sessions will be of special interest to the membership because of the recent controversy regarding the direction, policies and placement of the National Archives and Records Service. On Friday morning, Ann Morgan Campbell, Executive Director of the Society of American Archivists and a member of the now defunct National Study Commission on the Records and Documents of Federal Officials (Public Documents Commission), will lead a discussion of "Whatever Became of the Public Documents Commission?" Among the many recommendations in the PDC's final report was that "NARS should be independent of the General Services Administration and insulated from partisan political influences." This MARAC session will feature a major paper by Anna K. Nelson, PDC staff member and special consultant to the U.S. House of Representatives on the development of a House Historical Office. Comments will also be made by Congressman Allen Ertel of Pennsylvania, a PDC Commission member who was active in the formulation of the final report; and by Ira Shapiro, staff assistant to Senator Gaylord Nelson of Wisconsin. Shapiro worked closely with the Commission.

A second MARAC session, the plenary session on Saturday morning, will focus on "Archivists and the Legislative Process." Chaired by New York State Archivist Edward Weldon, the panel will include Timothy Ingram, staff director of the House Subcommittee on Government Operations and Individual Rights. It is this subcommittee which has oversight responsibility for the National Archives and which held hearings during 1979 on NARS management and performance. Most importantly, it is this subcommittee which would consider legislation for any change in the status of the National Archives and Records Service. In addition to Weldon and Ingram, the "Legislative Process" panel also will include Eileen Cooke, the director of the Washington office of the American Library Association. Cooke's office is primarily responsible for coordinating the legislative program of the ALA, parts of which will be of interest and significance to archivists. Among the current ALA goals, for example, are reauthorization and increased support for NHPRC programs. Ann Campbell will also join the "Legislative Process" panel; in addition to her experience on the PDC, Campbell is a member of the Emergency Committee to Save the National Archives.



INSTITUTIONAL NEWS

PEOPLE

The Pennsylvania Historical and Museum Commission's Division of Archives and Manuscripts recently appointed NANCY L. P. FORTNA, WILLIAM D. GORDON, and LINDA RIES as archivists.

ANTHONY R. CRAWFORD has resigned as Archivist at the George C. Marshall Research Library and as an At-large Member of the MARAC Steering Committee to accept a position as Assistant Director for Library and Archives of the Missouri Historical Society.

GREGORY S. HUNTER, archivist for the United Negro College Fund, recently provided archival materials and text for the program for the Arthur Ashe Tennis Benefit for the 54th Annual United Negro College Fund.

JAMES LACEY recently became Acting Director of the Historical Society of Delaware. DEBORAH ANCONA and CHRIS AGNEW joined the manuscript collection division.

RUSSELL McCABE and DUNCAN MACKIE recently became Archivists/Records Examiners for the Delaware Bureau of Archives and Records.

On December 7, 1979, DOUG TANNER of the University of Virginia Library and Manuscripts Department was involved in an automobile accident in which the other driver was totally at fault. He suffered multiple fractures in both legs which required extensive medical treatment. After ten weeks in the hospital Doug is now recuperating at home. He is scheduled to return to the hospital for further operations. Doug's home address is 1513 Virginia Avenue, Charlottesville, Virginia 22903.

MICHAEL RICHARDS, formerly a Research Archivist for the Delaware Bureau of Archives and Records, has been appointed head of the Delaware Bureau of Vital Statistics.

maa shares in MARC SHERMAN'S good news that he will begin a year's study in Israel beginning at the end of May. Marc will work in an archives part of the time. We look forward to hearing of his experiences when he returns.

PLACES

MUCCI BOOK SALES

This year the Mucci book has been selling quite steadily. A breakdown of sales indicates 133 to colleges and universities, 14 to binderies, 93 to public libraries, 79 to miscellaneous institutions and organizations, and 9 to foreign countries including England, Switzerland, Hong Kong, Israel, Fiji, and Australia. The total of 393 does not include orders for which payment has not been received.

SEMINARS ON AMERICAN CULTURE

The 33rd annual Seminars on American Culture, sponsored by the New York State Historical Association, Cooperstown. The seminars will be held June 29-July 5 and July 6-12, 1980. Specific topics include American Decorative Arts, Oral History, Historic Preservation, Administration of Museums and Historical Societies, and Conservation for the small museum and historical society. For further information contact:

Seminars on American Culture
New York State Historical Association
Cooperstown, New York 13326

Anyone involved in automating photographic or pictorial collections, please send your name, address and phone number to:

Arlene Farber Sirkin
Chief, Still Photo Library
U.S. Army Audiovisual Center
Pentagon, Rm 5A518
Washington, DC 20310
(202) 697-5601

NHPRC "OPEN HOUSE" THURSDAY, MAY 15

MARAC meeting visitors to Washington are invited to "drop in" to the NHPRC's office on May 15 to meet with staff for discussion of the NHPRC's historical records grant program and/or its data base program for historical records repositories and their holdings. No advance appointment is needed for Thursday visits. However, if you wish to schedule a meeting with NHPRC staff for Friday or Saturday, please call in advance. The NHPRC office is at 711 14th Street, N.W., approximately two blocks east of the White House and just south of New York Avenue. Phone (202) 724-1616.

RESEARCH USE OF STUDENT ARCHIVES: a Brooklyn College experience

Recently, there has developed a heightened interest in student and campus life as it is reflected in the Brooklyn College Library's archival collection.

This fact prompted a search of the scholarly literature of the past decade in Library Science periodicals, Archival journals and History magazines to ascertain the experience, in this regard, of other College and University Librarians.

Before noting the results of this bibliographic venture, an explanation of the origin of the aforesaid phenomenon is in order. The following two factors generated the sudden surge of archival interest:

(1) the requirement of a Sociology Department colleague that his seminar students prepare a term paper on the subject of student life on the Brooklyn College campus; and

(2) the anticipated celebration of the Fiftieth Anniversary of Brooklyn College, in conjuction with which a History Department colleague mandated his seminar students to produce a substantial essay on some aspect of the College's history (1930-1980).

Intense use was made of the modest collection of primary materials available in the Special Collections Division on such topics as: Brooklyn College: its architecture and design; governance; the history of fraternities and sororities on the Brooklyn College campus; Jewish Clubs; recruitment; tuition; the Women's Center; why College Students are "joiners" or "non-joiners."

Of 759 abstract citations read as a result of

(1) a manual search of America: History and Life and of Library Literature; and

(2) a database machine search of ERIC (Educational Resources Information Center)

one lone article -- a gem -- by Harley P. Holden proved pertinent.

Highly recommended is the latter's delineation of "Student Records: The Harvard Experience" which appeared in The American Archivist, 39 (October 1976), 461-467.

> The food a student ate, the beer he drank, his prayer-cut records, the riots in which he participated (there were rancid butter riots in the Seventeenth Century!) and faculty commentaries are among the research sources locked in six-thousand boxes of confidential student folders.

Archives vitalize the past and forge a living link with the present.

An exchange of experiences, via the mid-atlantic archivist, would prove fascinating to this Librarian.

Antoinette Ciolli

Antoinette Ciolli
Chief, Special Collections Division

Brooklyn College Library
of the
City University of New York
Bedford Avenue and Avenue H
Brooklyn, New York 11210 (212) 780-5346

NHPRC GRANTS

During its late February meeting the National Historical Publications and Records Commission recommended $520,734 for 28 historical records projects in 16 states

The Commission will meet next on June 12-13. The next deadline for records grant applications is June 1 for consideration at the October meeting.

The following records grants were recommended for the MARAC area:

NEW YORK:

Trinity Church, New York: an offer of up to $2,000 for a consultant to assess the value and general content of the Church's archival holdings and assist in outlining a plan of work for their arrangement and description. The collection contains documents relating to religious and social work, immigration, and urban demographic trends in New York City.

Chapman Historical Museum, Glen Falls: $4,105 to arrange, describe, and make available for use the records of the Glen Falls Insurance Company.

DELAWARE:

Eleutherian Mills-Hagley Foundation, Wilmington: $7,183 for a feasibility study and pilot program to establish a regional processing center in the Mid-Atlantic states.

MARYLAND:

Maryland Historical Society, Baltimore: $26,650 to preserve, reproduce, and catalog selected glass negative photograph holdings.

DISTRICT OF COLUMBIA:

National Governors' Association, Washington: an offer of up to $7,000 for a planning and consultant project to develop a program to improve the administration, preservation, and use of governors' records throughout the United States.

VIRGINIA:

National Center for State Courts, Williamsburg: an offer of up to $7,000 for a nationwide court records retention survey and guidelines project.

Colonial Williamsburg Foundation, Williamsburg: $14,384 to duplicate 11,000 endangered photographs (1920s-30s) documenting 18th-century American architecture and the restoration of Colonial Williamsburg. The project will use an innovative copying system to produce 35mm. microfilm negatives.

RIGHT OF DEPOSIT CASE SETTLED

In mid-December 1979, Rutgers University agreed to an out-of-court settlement concerning the Partisan Review files. The settlement permits Rutgers to photocopy the manuscripts, except for publisher William Phillips' personal papers, prior to sending them to Boston University which currently houses the Review. The agreement requires three weeks advance notice to Phillips and/or Boston University before researchers may examine the photocopies.

The settlement, which came in the third day of the trial, does not directly address the question of Phillips' intent in 1965 when he indicated he would "deposit" all papers with Rutgers. Rutgers' officials declined to say why they did not pursue their case. Under terms of the settlement they are not permitted to comment publicly.

H.G. JONES TO GIVE MARAC LUNCHEON ADDRESS

Washington meeting attendees will have the opportunity to hear the views of one of the most prominent figures in recent American archival development. H. G. Jones, presently Curator of the North Carolina Collection at the University of North Carolina, will deliver the Friday luncheon address: "State Archives: Dream and Reality." Jones informed the MARAC program committee that his remarks will compare the "dream and reality" of the 1960's with the current state of affairs and will "suggest some reasons why the comparison is not entirely flattering today." He also said that he "intends to be provocative"; those familiar with Jones' views and his style suggest that he is likely to fulfill his intention.

H. G. Jones is particularly well qualified to speak on state archival programs. He is former State Archivist and Director of the North Carolina Department of Archives and History, one of the strongest state archival programs in the country, and a pioneer in the development of programs for local government records. Jones is also a former President of the Society of American Archivists, a fellow of the Society, and is currently secretary of the American Association for State and Local History. His published works include For History's Sake (1966; winner of the Waldo Gifford Leland Prize), The Records of a Nation (1969; a report on the National Archives), and Local Government Records (1979), published by the American Association for State and Local History. He is currently preparing North Carolina Illustrated, 1524-1980, a pictorial history of his state to be published by the University of North Carolina Press. Jones also played an important role in planning the state archives survey which resulted in Ernst Posner's American State Archives (1964) and he will use the Posner study as a basis for comparison with the present state of affairs. Dr. Jones holds the Ph.D degree in history from Duke University; for more than ten years he has written a weekly newspaper column, "In the Light of History" distributed by the Associated Press.

In addition to his archival and scholarly works, H. G. Jones was active in the movement for NARS independence in the late 60's and he is currently a member of the Emergency Committee to Save the National Archives.

H.G. JONES ON LOCAL GOVERNMENT RECORDS

While attending the MARAC Washington meeting, H. G. Jones will also serve as a commentator in a Friday morning session on "The Development of Programs for Local Government Records." The session will discuss the methods suggested and conclusions reached in Jones' new book, Local Government Records: An Introduction to Their Management, Preservation and Use, published in late 1979 by the American Association for State and Local History. Patricia Adduci, City Clerk of Rochester, New York, will chair the session which features papers by Mark Jones of the New York State Archives and Frank Suran of the Pennsylvania Historical and Museum Commission.

In the preface to Local Government Records, Jones writes that his research and travels in preparing the book "failed to justify my optimism, for progress in records management at the local level has been minimal throughout the nation." He goes on to report that, "Only in rare instances have archivists and records managers been willing to go into the counties and municipalities and lobby the halls of the legislatures in the cause of improved records management programs. Their organizations have shown little stomach for the intensive, unglamorous grass-roots campaigns necessary to elicit public support for professional programs."

NY ARCHIVISTS ROUND TABLE FORTHCOMING MEETINGS

The NY Archivists Round Table was organized in 1979. We hold monthly meetings to exchange ideas, enjoy good fellowship, visit local repositories and hear speakers on topics of general interest. The March meeting is a lecture and slide presentation: "Approaches to Manuscript and Rare Books Conservation" by Konstanze Bachmann, Adjunct Assistant Professor, New York University, to be held Wednesday, March 19, 5:30 - 7:30 PM, at the Archives of the NY Stock Exchange, 11 Wall Street, NY, NY 10005.

The April meeting, a visit to the Archives of American Art, to be hosted by William Woolfenden, 41 East 65th St., NY, NY 10021, Wednesday, April 23, 5:30 - 7:30 PM.

The May meeting is a talk by Edward Weldon, New York State Archivist: "The Future of Archives in New York State" to be held at the Archives of Trinity Church, 74 Trinity Place, NY, NY 10006, Wednesday, May 21, 5:30 - 7:30 PM.

If you are interested in attending any of these meetings or in receiving notice of future meetings, please write Dr. Michael Lutzker, New York University Archives, 19 University Place, NY, NY 10003.

METROPOLITAN (NEW YORK) RELIGIOUS ARCHIVES

The first Metropolitan Religious Archives Meeting took place Friday, November 30, 1979, at the Episcopal Diocesan Archives, New York. 65 men and women of various metropolitan denominational archives attended. The meeting was an outgrowth of suggestions made at a regional and national meeting of archivists that it would be good for archivists of religious denominations to get together and share experiences, problems, and ideas. It was designed with the Ecumenical dimension in mind.

The program included three presentations: Description - A Two Way Street; Oral History - Picking Up the Pieces; and Religious Archives - An Ecumenical Venture. The program also included a tour of the Episcopal Church Archives. Also, Fr. Lawrence McDonnell of the Paulist Archives, State Chairman of MARAC, gave a presentation on MARAC, including its purpose, goals, and meetings.

The next meeting, Friday, March 14, 1980, at the Trinity Church Archives, included a visit and presentations on Public relations of religious archives; How researchers use a religious archives; and What to do before you have a place, a secretary, and a typewriter. For further information contact:

Bro. Denis Sennett, S.A.
Friary of the Atonement Archives
Graymoor
Garrison, NY 10524

MARAC SESSION HIGHLIGHTS NEW DEVELOPMENTS IN MUSEUM ARCHIVES

A late addition to the Washington program will give MARAC members and guests an opportunity to assess recently drafted guidelines for museum archives. The draft guidelines, printed below, were developed by participants in a December 1979 conference held at the Smithsonian's Belmont Center. The statement is currently being printed for widespread circulation and review; the MARAC meeting will be one of the first public forums at which archivists will have the chance to critique the draft and suggest improvements for the future.

In addition to discussion of the draft, the "Museum Archives on the Move" session will feature presentations on new archival programs in such diverse settings as the Museum of Modern Art, the New York Zoo and the New York Botanical Gardens (a joint program) and the Corcoran Gallery of Art.

Draft Guidelines

1. Definitions and Scope:

   A museum's archives preserves and administers museum records of permanent value (legal, fiscal, research) but not in current use. Records are documents in any form - paper, tape, film, etc. Records in a museum's archives would normally include:

   a. Institutional records, in particular those which relate to administration at all levels. This includes staff files but not personal papers (see #2 below).
   b. Records relating to objects within the collection.
   c. Acquired records, such as papers of individuals and organizations which relate to the subject areas (art, science, railroads, Indians, etc.) of particular interest to the museum.

2. Institutional and Personal Records:

   The museum should have a statement of policy which clarifies the difference between the official records of the museum and papers which might be considered the personal property of curators, directors, members of governing bodies, etc. This is to discourage such persons from taking as their own property records which are truly part of the museum's archives. This would also facilitate the acquisition and preservation of personal and other records not created by the museum itself.

3. Status of the Archives:

   The archives should be an entity within the museum administrative structure, supervised by an individual having custodial and related authority delegated by the director of the museum. When practical the archives should be a separate department.

4. Criteria for Retention:

   The archivist must be involved in the determination of how long and under what conditions particular records are to be kept. The criteria for permanent retention include:

   a. Evidence of the administrative structure and evolution of the museum.
   b. Legal and fiscal value.
   c. Research and informational value.

5. Current Records:

   The advice of the archivist should be sought to avoid the creation of unnecessary records, to promote effective records, and to recommend disposal of those records which do not have permanent value.

6. Staff:

   The museum should have a professionally trained archivist. If resources do not permit this, expert advice should be sought in the development of the museum's archives and archival training provided to the staff member made responsible for them.

7. Location and Physical Conditions of the Archives:

   a. The archives should be located in a separate and secure area with adequate protection against fire, flood, vermin, theft, and other hazards.
   b. Temperature and humidity should be controlled in the way as for museum objects, perferably at 70 degrees F and 50% relative humidity, although certain records may have special requirements.
   c. Archives should not be placed below ground level.
   d. If neither suitable accommodation nor adequate staff can be provided for the archives the museum should:
      1. Place them in a nearby archival repository willing to administer them on a continuing basis.
      2. Form or join a consortium whereby several institutions cooperate to ensure that their archives receive adequate care.
      3. Expect to contribute to the cost in either of the above choices.

8. Arrangement, Description and Preservation of the Records:

   a. The functions of the archivist are to acquire, arrange, describe, and preserve the records of the institution and to assist in the acquisition of related records such as the personal papers of former staff, etc.
   b. The archivist should produce written descriptive inventories, guides, and other finding aids in accordance with accepted archival standards and make them generally available.
   c. "Preventive conservation," such as the use of acid-free folders and boxes, should be practiced at all times.

9. Access:

   Subject to reasonable restrictions on the grounds of fragility or confidentiality, records should be available to staff members, scholars, and other persons demonstrating a need to consult the material for research purposes.

10. Archives Acquisition Policy:

    The governing body, with the assistance of the archivist, should define and make public the scope of its archives acquisition policy, that is the collecting of records other than those created within the institution itself. The acquisition policies of other institutions should be taken into account.

11. General Policy Statements:

    All general policy statements concerning the archives should be in writing and approved and promulgated by the director and/or governing body.

BOOK REVIEWS BY MARY BOCCACCIO

Roy H. Tyron, A Selected List of Newspaper and Manuscript Holdings. Balch Institute for Ethnic Studies, 1979, $1.50.

Edited by the new director of the Institute's Library, this list includes 170 significant ethnic newspapers and periodicals and manuscript holdings relating to ethnic groups, immigration policy, American nativism, labor, and American radicalism. The newspapers have been or will be microfilmed under grants from the Pennsylvania Historical and Museum Commission and the National Endowment for the Humanities.

Microfilming Corporation of America, Genealogy and Local History, 1980-

This micropublication will include county and town histories, church and school histories, maps, atlases, vital records, tax lists, military records, wills, cemetery records, genealogical serials, and genealogies. The first materials available will be from the original colonies, then further south and west. The publishers intend to produce 4,500 microfiche annually. The microfiche are positive mode, safety base, 4 mil polyester, silver halide, 105 x 148 mm. For further information contact:

Microfilming Corporation of America
1620 Hawkins Ave.
PO Box 10
Sanford, NC 27330

A Guide to Current Catholic Diocesan Newspapers in Microform has been compiled by Harry M. Culkin, Archivist, Diocese of Brooklyn, New York.

The Guide contains data on the micrographic status of all one hundred and forty Catholic diocesan newspapers currently being published in the United States. It also has a directory of the availability of these microforms: in-house, names and addresses of other locations, for purchase and/or loan. Limitation of access is noted; and indexes of titles and dioceses are included.

The Guide is available at a cost of $3.00 a copy prepaid, or $3.50 if billing is necessary. Orders should be directed to: Harry M. Culkin, Cathedral College, 7214 Douglaston Parkway, Douglaston, NY 11362. (Please make checks payable to 'Harry M. Culkin'; orders originating in New York State please add appropriate sales tax.)

International Foundation for Art Research, Stolen Art Alert 1980 and Stolen Art Annual 1978-79, R.R. Bowker, New York, 1980.

Formerly the Art Theft Archive Newsletter, this monthly volume contains articles on theft-prevention techniques as well as a comprehensive reporting service for art objects' thefts. Photographs accompany the detailed descriptions of the stolen items.

WASHINGTON, DC: A CITY OF ATTRACTIONS

by

Marc Sherman

Washington, D. C., the location for the Spring 1980 MARAC Convention, is a thriving metropolis abundant with attractions for everyone. The METRO system provides easy access to many of these sights which are open without cost to the public. The national collections, housed throughout the museums of the Smithsonian Institution, will be open in May from 10:00 A.M. to 9:00 P.M. In particular, these museums include the National Museum of History and Technology with an exhibit commemorating the 100th anniversary of the invention of Thomas Edison's light bulb; and the National Museum of Natural History with an acclaimed exhibit: Dynamics of Evolution. Located near the Smithsonian Institution is the National Gallery of Art with a newly installed exhibit on American decorative art. The east wing of the National Gallery of Art (opened in 1978) will be displaying an exhibit, "American Light: The Luminist Movement, 1850-1875." The art museum will be open 10:00 A.M. to 5:00 P.M. Monday through Friday and noon to 9:00 P.M. Sunday. The National Archives will have through June, on exhibit 191 photographs from its collection entitled, "The American Image, 1860 - 1960." Their hours for public displays are 9:00 A.M. to 6:00 P.M. Monday through Saturday and 1:00 P.M. to 6:00 P.M. Sunday. Tickets for White House tours can be obtained free from kiosks on the ellipse and United States Capitol tours are scheduled regularly from the main rotunda. Dramatic productions can be seen at the Arena Theatre, Kennedy Center, and Ford's Theatre.

Aside from the major sights, the metropolitan Washington area offers many quaint settings for restaurants and shops. Included are the Georgetown area which provides a relaxing atmosphere for browsing in specialty stores in addition to the wide variety of restaurants and musical performances that are available in Jazz, disco, and Blue Grass. Georgetown is a comfortable place to stroll in the evening. Conneticut Avenue, located in North West Washington, also provides a similar setting for visitors interested in the cultural features of the city. These include theatres with first run movies and exclusive shopping stores. Finally, Old Town in Alexandria, Virginia, is frequented by many visitors who enjoy the restored community which includes many small shops, historical structures, and restaurants.

May is a beautiful month in Washington. Jogging areas are available along the Mall in the city and by the C&O Canal. Boats and bicycles can be rented at various facilities along the Potomac River.

Information on special events in Washington during the week of the Convention will be available in the Registration Packet in May. We hope to see you at the Convention.

ARRANGEMENTS

Continued from page 1

Friday lunch is a peak meal for restaurants in this busy mall complex. To permit you to get to the afternoon meetings on time and to guarantee free rooms for the sessions, registration includes Friday's banquet luncheon.

Other special guests include Ann Campbell, Executive Director of the SAA, who will chair a session on the Public Documents Commission with Commission members, including Pennsylvania Congressman Allen Ertel; and key Congressional staffers participating in a plenary session with ALA's Washington legislative office director.

Following MARAC's commitment to serve all experience levels of the profession, introductory workshops to be offered at the meeting include seminars on the development of finding aid systems, microform services, machine readable records, museum archives, description techniques for pictures, institutional archives, and the use of archival supplies, as well as standard archival processing instruction.

Among the more advanced "career" sessions will be a careful critique of the SAA's draft standards for college and university archives programs, a survey of Black history documentation in the Mid-Atlantic states, a discussion of Local Government Records by its author, an examination of the research value of pictures in archival and manuscript programs, a review of a science and technology records project in which the SAA participated, and a look at non-Federal sources for D. C. history.

A wine and cheese party hosted by the National Archives is scheduled for the early evenings prior to a break for dinner at any of Washington's many restaurants. The hospitality suite will be available in the evening for social gatherings.

Saturday sessions are scheduled from 8:30 to 2:00. Coffee and danish will be available at the business meeting from 10:30 to 11:45. Breakfast and/or lunch can be readily obtained at the hotel or nearby on a timely basis on Saturdays.

Fee Schedule:

Pre-registration
- Thursday, May 15
  - Tours, Steering Committee meeting
  - Hospitality Suite
- Friday, May 16
  - Sessions, coffee break, banquet luncheon, reception at the National Archives, Hospitality Suite, information packet
- Saturday, May 17
  - Sessions, business meeting, coffee break with refreshments

$19.00

On-site registration
- Same as above for Friday and Saturday only

$21.00

One-day registration
- Friday only (includes tours for pre-registrants $15.00
- Saturday only $ 8.00

TOUR WASHINGTON'S ARCHIVES

by Arthur Breton

With its concentration of archival institutions, Washington offers a unique opportunity to visit a wide range of collections, study their storage and review their policies. Specialization by topic is another possibility in this "plan your own tour" arrangement available as an option at this spring MARAC meeting. Consultations with experts can be arranged as well.

So they will not conflict with the sessions, all tours are scheduled for Thursday, May 15, the day before the conference and on-site registration officially begins on Friday, May 16. Participating institutions have requested pre-registration for the tours so that they can plan accordingly.

The pre-registration packet lists tours, times and locations, enabling interested persons to attend as many or as few of the scheduled sites as desired. With the exception of Georgetown University, all are easily available by public transportation. Conference attendees are responsible for providing their own transportation.

Participating institutions are the Still Pictures, Cartographic and Architecture Archives, and Document Preservation Branches of the National Archives; the Manuscript, Prints and Photographs, Motion Picture, Geography and Map and Rare Book Divisions, Photoduplication Service, National Union Catalog of Manuscript Collections, Preservation Office and Main Building of the Library of Congress, as well as the new Madison Memorial Building.

Other participants include the Historic American Buildings Survey, National Council of Negro Women and Georgetown University. The several affiliates of the Smithsonian Institution cooperating in MARAC's tour arrangement are the Smithsonian Archives, Anthropological Archives, National Portrait Gallery Photograph Collection, and National Collection of Fine Arts Conservation Laboratory, Prints and Drawings Collection, Archives of American Art, and the Archives of the National Collection of Fine Arts proper.

A contact person is available by phone at each institution to answer any questions or set up individual consultations. In addition, regularly scheduled tours, highlighting architecture, holdings and public services, are available to the general public at the National Archives and the Library of Congress.

[UPDATE]

NATIONAL ARCHIVES AND RECORDS SERVICE

Below are responses to the MARAC letter to Al Stern and the mailing to the membership of January 18. It appears that all decisions are being deferred pending the appointment of the new archivist.

The organization to which Admiral Freeman refers in his statement - the National Archives Concerned Professionals - is now the National Archives Assembly. It was formed to allow staff to voice their opinions and participate in the decision-making process at NARS.

February 8, 1980

Ms. Mary Elizabeth Ruwell
Chairperson
Mid-Atlantic Regional Archives Conference
413 Third Street, NE
Washington, D.C. 20002

Dear Ms. Ruwell:

I have read your letters to the membership of the Mid-Atlantic Regional Archives Conference and to the White House, dated January 18. I regret that you were not aware of my position -- the position of the General Services Administration -- which is set forth on the enclosed statement.

Shortly, I expect to receive from a special selection panel, the names of highly qualified candidates for the position of Archivist of the United States. When I have made the selection, I will rely heavily on this person to develop and carry out solutions to this and other problems of the National Archives and Records Service. I expect to work closely with the new Archivist. You may be assured that the views of the user community, as well as the professional staff of NARS, will be sought...

Sincerely,

R. G. FREEMAN III
Administrator

Enclosure

Statement of Rowland G. Freeman III, Administrator of General Services, Concerning Transfer of National Archives Records to Regional Centers

Scholars, historians, genealogists and other researchers need not be fearful that the destruction of the National Archives is near, as some have reported and others have proclaimed.

There is no proposal under consideration at the General Services Administration, nor has there been nor is it anticipated that there will be, for a "decentralization of the National Archives" that would disperse the core holdings of the institution in a destructive way.

A program of transferring selected regionally-oriented records to archival centers around the country -- begun more than 10 years ago -- will continue in a sensible, orderly manner that has already proven so successful. No changes will be made that would have a detrimental impact on this program. In addition to making the documents of our rich heritage available to more people, it hopefully will relieve to some degree the critical problem we have of archival storage space in the national capital area. The expense of further construction is a problem in a time of budget constraints and taxpayer concern.

A storm of controversy and concern has developed around this program in recent weeks, mainly because my interest in the program has been poorly communicated, perhaps deliberately. Part of that controversy was a meeting of some 200 midlevel managers and employees of GSA's National Archives and Records Service (NARS), a group calling themselves the National Archives Concerned Professionals. The organization approved a resolution to be transmitted to the President calling for a delay in the regionalization program, and a commission to be formed to study the feasibility of re-establishing an independent National Archives.

The proponents of this resolution may be surprised to learn that I have no basic disagreement with them.. I have directed a temporary halt to the transfer of records to regional centers until I perceive my views on the matter are understood and until we can confer at some length with the user community to ensure agreement as to how the records may be kept. When I asked several months ago for a plan to make parts of this rich heritage available in regional centers, I was delighted that such a

program to regionalize archival holdings had been underway since 1969 under what I consider to be sensible guidelines. The 11 archives branches now hold original records, principally of regional research interest -- such as field activities of Federal agencies -- as well as microfilm copies of some of the most important or frequently used holdings in the National Archives. Well used by researchers, these branch holdings have been augmented from time to time by similar records of regional interest and are now fixtures in the federal archival system.

This program will continue. But users may be assured that there will be no fragmentation of the records that constitute the core of the National Archives. Recommendations of records to be transferred to regional centers would come from the Archivist of the United States after consultation with the user community.

Further means to be used to preserve and increase accessibility to the documents that trace our nation's history surely include duplication of records in microfilm or microfiche. Plans are being explored to develop a National Archives and Manuscript Information System in cooperation with other major archival and library institutions. Such a computerized indexing system would be valuable to researchers, and the public as well, in determining the full extent of the holdings of these institutions and facilitate access through inter-library loans.

I have set no goals or deadlines for this program in the way of dates, or volumes of records, nor have I personally decided that any particular records are to be dispersed. I reiterate that these decisions will be made by archivists. Any examples I have used were based on recommendations made by archivists.

As to the question of separating the National Archives from GSA: I have no preconceived view of this issue. This question has not been seriously considered since 1967, and it may be appropriate to do so now.

A final matter of utmost importance is the selection of a person of considerable stature for the posision of Archivist of the United States (vacated in August by the retirement of Dr. James B. Rhoads). My position all along has been that we will select a person experienced as an archivist, historian or scholar. I have added another criteria, that the person be a capable manager, competent to administer the $80 million budget of NARS and supervise its 4,200 employees here and in the 11 regional centers and six presidential libraries. There is no incompatibility in these requirements.

Recent studies by the General Accounting Office and GSA's Inspector General indicate disarray in the management of NARS, a problem I am committed to solve.

# # #

THE WHITE HOUSE

WASHINGTON

February 15, 1980

Dear Ms. Ruwell:

Thank you for your recent correspondence concerning the National Archives. Let me assure you that this Administration shares your interest in seeing that the historical records of significance are preserved, and that the way in which we have organized them makes their use open and efficient.

We are presently searching for an Archivist who will be able to understand the meaning of the archives as well as manage their use. We do not believe the two ends to be incompatible. We hope to make such an appointment soon.

I think you will find the attached reprint of an article which appeared in the Washington Post of interest.

Sincerely,

Al Stern

Al Stern
Associate Director
Domestic Policy Staff

Ms. Mary Elizabeth Ruwell
Chairperson, Mid-Atlantic Regional
Archives Conference
413 3rd Street, N.E.
Washington, DC 20002

Enclosure

[Enclosed with the letter was an article from the Washington Post announcing the suspension of the plan to relocate records]

RESOLUTIONS ON THE NATIONAL ARCHIVES

Passed by the
Executive Board of Oral History
in the Mid-Atlantic Region
January 12, 1980

WHEREAS we understand that a proposal has been made to decentralize the archival resources of the National Archives of the United States, as contrasted with regular records management, and

WHEREAS, in our judgment, this could threaten the integrity and continuity of the collection, and

WHEREAS this could destroy a unique national treasure vital to the interests of oral historians, therefore we

RESOLVE that we strongly support the principle that a centralized and unified collection be continued at the National Archives and Records Service.

* * *

WHEREAS the Archivist of the United States will soon be appointed, and

WHEREAS we believe that the function of collection and preservation of archival materials should take priority over the management of general federal records; and

WHEREAS it is our judgment that policy decisions regarding the collection and preservation of materials of significant historical value can be made only by a qualified archivist-historian; therefore we

RESOLVE to urge that a qualified archivist-historian be appointed Archivist of the United States.

WEST VIRGINIA UPDATE

Unaccustomed to tooting its own horn, maa takes pride in announcing that the West Virginia "problem" has been corrected, at least for the next six years.

Acting on the recommendation of the audit/review committee established under the state's "sunset" law, the Legislature passed a bill extending the Division of Archives and History through June 30, 1986. Governor Rockefeller signed the bill into law.

Readers will recall maa's editorial outlining West Virginia's excellent records program and deploring the turn-about-face attitude of the Legislature when that august body added the Division of Archives and History to a list of several state agencies to be included in the sunset law.

What readers may not know is that maa collaborated very closely with sources in West Virginia for information, and with past Chairwoman Barbara Hearn to mount a letterwriting campaign to state legislators and fellow archivists. This prompted a barrage of "concerned" letters to Governor Rockefeller.

maa thanks all others who contributed to this successful effort.

EDUCATIONAL OPPORTUNITIES

The University of Maryland's College of Library and Information Science will offer the following workshops and courses:

"Archival Automation: Future Access to the Past"
symposium, April 25-26, 1980

"Collection and Conservation Management for Archives and Libraries"
workshop, May 17-28, 1980

"Manuscript Administration"
advanced workshop, July 1-31, 1980

For further information contact:
College of Library and Information Science
University of Maryland
College Park, Maryland 20742
Phone: 301-454-3016

The National Archives will offer:

"Going to the Source: An Introduction to Research in Archives" May 27-30, 1980

For further information contact:
Elsie Freivogel
Education Division
National Archives and Records Service
Washington, DC 20408
Phone: 202-523-3298

UPDATE ON ARTS SUPPORT BILL

Congressman Fred Richmond of New York reports increased congressional support for his bill to provide adequate funding for the arts and tax benefits to artists, artists' heirs and to non-profit arts organizations and institutions. Maine, Wisconsin, California, and Kansas have adopted similar legislation on regarding their state tax codes.

Write your congressman to support HR 1078 or HR 1847.

SAA EXTRA CITES SITUATION AT NARS

The special February 1980 issue of the SAA newsletter, published to inform the membership on the current situation at the National Archives, contains an excellent selection of articles. They strike a thoughtful balance of the views on all issues.

The major item is the complete difficult-to-get text of Bert Rhoads' speech to the Cosmos Club in Washington, January 7, 1980. Bert's remarks, albeit from his point of view, more sharply focus the issues than all the attempts of the fourth estate in November and December. In fact, maa understands this speech prompted the recent U.S. News and World Report editorial on NARS which was the beginning of better news coverage.

If you are not an SAA member and did not receive this copy of the SAA Extra, you would do well to borrow it in order to keep yourself better informed.

STATE CAUCUS AGENDAS

PENNSYLVANIA:

1. Review organization and structure of MARAC within Pennsylvania
2. Report on the Pennsylvania Records Advisory Board

MARYLAND:

1. Report on the Baltimore Area Archivists meeting
2. Report on the Maryland State Records Advisory Board
3. Briefing on the Metropolitan Baltimore Historical Records Council

WEST VIRGINIA:

Informal agenda

DELAWARE:

1. Report on year's activities:
   a. Winterthur reception for State Records Advisory Board
   b. Buena Vista Conference with NHPRC and NEH
2. Discuss plans for the coming year in state programs

VIRGINIA:

1. Report on Virginia Records Advisory Board
2. Review organization and structure of MARAC within Virginia. Give some thought to the functions the state caucus should perform, how it should operate, e.g. strictly as a MARAC subgroup, as a catalyst for some kind of state-wide activity or organization, etc.

DISTRICT OF COLUMBIA:

1. Review activities of 1979-1980
   a. Repositories visited
   b. Structure of the meetings
2. Suggestions for future meetings:
   a. Present monthly breakdown
   b. Schedule meetings on Wednesdays and Thursdays
3. Funds for entertainment
4. Call for future meeting sites
5. New business

MARAC SOFTBALL

Uphold MARAC's honor! The Society of Southwest Archivists has accepted MARAC's challenge to a softball game at the SAA meeting in Cincinatti this fall. The first practice session (and we surely need one) will be at the Crystal City Marriott Hotel during the spring meeting. Bring your bats and gloves to Washington -- and your swim suits for after practice.

Would the New York caucus like to challenge a combination of Pennsylvania, DC and Virginia?

CONFERENCE EXHIBITORS

American Association of State and Local History
Conservation Resources International
Georgetown University
Historic American Buildings Survey
Hollinger Corporation
Library of Congress
National Archives and Records Service
National Council of Negro Women
Photofile*
Pohlig Brothers, Inc.*
Smithsonian Institution and affiliated organizations

*Introducing new product lines

University Products*

CONFERENCE CONTRIBUTORS

Conservation Resources International
D. C. Visitors Center
Hollinger Corporation
Howard Paper Company
METRO
National Archives and Records Service
Photofile
Pohlig Brothers, Inc.
University Products

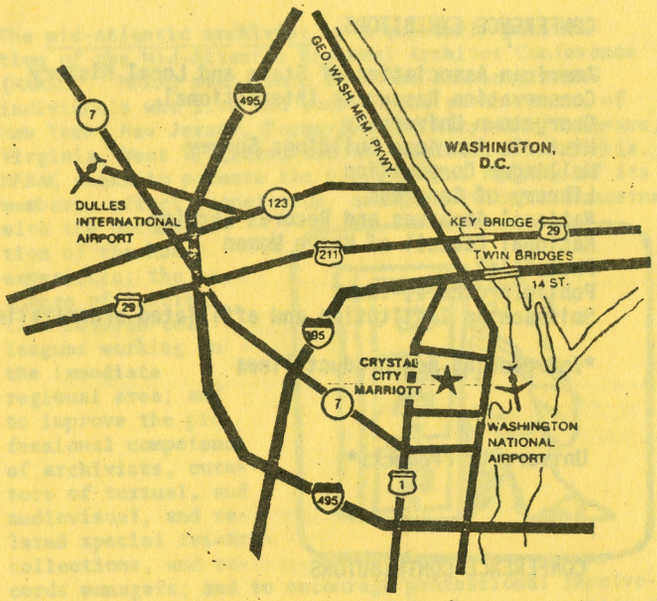
HEARING IMPAIRED NOTICE

The MARAC Steering Committee has allocated $50.00 to provide an interpretation service for hearing impaired persons attending the Spring meeting in Washington, DC. The Local arrangements Committee is currently investigating the various options for this service. All interested persons should contact Marc Sherman at the Smithsonian Institution Archives, Arts and Industries Building, Room 2135, Washington, DC 20560 or call (202) 381-4075.

CORRECTION

The Pennsylvania Historical and Museum Commission's "Local Records Microfilming Project" directed by FRANK M. SURAN, did not receive a $56,000 grant from NEH. The project is funded by NHPRC.

Arkansas Archivists and Records Managers is the newest regional archival association. Formed by over 60 persons at a workshop on November 3, 1979, the group appears to be off to a very good start.



Who: YOU
What: SPRING 1980 MARAC CONVENTION
When: FRIDAY, MAY 16 - SATURDAY, MAY 17
Where: CRYSTAL CITY MARRIOTT HOTEL
How: SEE MAP

EDITORIAL CONTRIBUTORS

This edition of maa was given extraordinary assistance and cooperation by members of the Washington meeting local organizers. Not only did we publish three weeks earlier than anticipated, but readers will agree this edition has been especially enriched by a wealth of new material.

In addition to the careful attention of Larry Hackman and Beverly Brannan; Arthur Breton, Tim Walch and Marc Sherman contributed heavily to the meeting stories; and Richard Noble organized the collating crew. Don Harrison and Bruce Ambacher are understandably grateful....

Martha Slotten
Secretary, MARAC
Dickinson College Library
Carlisle, PA 17013

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